

Butte-Silver Bow Law Enforcement Department Citizen Case Report Filing

IMPORTANT INFORMATION – PLEASE READ: You need to file a report for any “cold” property crime with no known suspects, suspicious activity or a traffic safety problem occurring within Silver Bow county. Please read the instructions to complete your report.

If you are the **victim** of a **property related crime** as listed below, please file your report, but only if your theft has **no known suspects** and your case requires **no investigation** or major follow-up (i.e.; report is for an insurance claim only).

A police officer will visit or contact you, if he/she has a problem or has any questions in reference your report when the officer reviews the report. The report will have to be entered into the system before they are filed.

<p>ALL CRIME REPORTING MUST BE DONE WITHIN 7 DAYS OF THE INCIDENT OR DISCOVERY OF THE INCIDENT</p>

YOU MUST USE THIS REPORT FORM FOR:

This report form is intended for reporting “COLD” property crimes and incidents. Your report must have:

- No urgency (Non-Emergency cases), and No known suspects, and no police investigation or follow-up needed.
- (Example: Your report is for insurance purposes only.)

The reports you must use this form for include:

- Misdemeanor theft including Bicycle thefts – (total value under \$1000) - if a building see below
- Vehicle burglary – (items taken from a locked car – any value),
- Vandalism – (damaging, breaking or destroying property)
- Hit & Run on private property

Please pick up a **Montana Highway Patrol State Accident Form** from BSB Law Enforcement Department to report traffic accidents not reported to an officer.

*PLEASE NOTE: If your theft was from any building occupied by people (residence or business) it may be a burglary and needs to be investigated. If your incident is a burglary, or it is not listed above, please call (406)497-1120, press Option #1 to file a report or ask to meet with an officer.

Butte Silver Bow Law Enforcement Department
Citizen Case Report

*Please pick up a **Montana Highway Patrol State Accident Form** from BSB Law Enforcement Department to report traffic accidents not reported to an officer.*

Incident PRINT ONLY ALL INFORMATION BELOW

Date Occurred _____ Time Occurred _____ Incident Type _____

Legal Name (Print Only) Last _____ First _____ Middle _____

Race (for statistical purposes only) _____ Social Security # or Driver License # _____

Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Bus. Phone _____ E-mail _____

Incident Location _____ City _____ State _____ Zip Code _____

Date of Birth _____ Age _____ Sex _____ Are you filing this report for insurance purposes? _____

Property

Property has been stolen ☐ Property has been lost ☐ Property was Vandalized ☐

Property Description

Type/Item Description	Quantity	Serial # (if applicable)	Age	Value
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

Vehicle Description

Year	Make	Model	Color	License #	Vin # (can get off your registration)	What part of your vehicle was damaged

IMPORTANT: If this report is strictly for insurance purposes it is your responsibility to take a copy of it before you submit the report to the BSB LED. If you request a copy after you have turned in the report normal procedures will apply and there will be a \$12.00 research/processing fee charged for each report requested.

Narrative/Statement of Facts: (PRINT ONLY)

Under penalty of perjury*, I declare that this report and the information contained herein is true, correct and complete to the best of my knowledge and belief. I further acknowledge that any intentional false statement, misstatement, or inaccuracy may result in criminal prosecution.

**Montana Code Annotated-45-7-201: “(2) A person convicted of perjury shall be punished by imprisonment in the state prison for any term not to exceed 10 years or shall be punished by a fine of not more than \$50,000, or by both such fine and imprisonment.*

Name: (PRINT ONLY)_____

Name: (SIGNATURE ONLY)_____ **DATE:**_____

All reports must be mailed to BSB LED

ATTN: Citizen Case Reports
225 North Alaska St.
Butte, MT 59701

*If no other information is available
you will not be contacted.*

Reports may also be brought to the Law Enforcement Center in person and placed in the Citizen Case Report drop box.

INTERNAL USE ONLY: Date Received_____By_____

Assigned To:_____Date Assigned:_____

CRIMES YOU CANNOT REPORT ON a CITIZEN CASE REPORT FORM. NEED TO REQUEST A POLICE OFFICER FOR ASSISTANCE. You **CANNOT** use **this form** to report the crime when you are the victim **and/or**:

1. The crime involves one person hitting, injuring assaulting any other person, including threats, any injury, pain or act considered a sex crime, as the result of:

- Domestic Violence – (Violence by spouses, partners, family members, dating couples, etc.)
- Battery – (hitting or touching another) OR Assault with a deadly weapon.
- Robbery – (taking anything from a person by force or threat)
- Homicide, Rape, Kidnapping, Child or Elder abuse or molestation.

2. If items were taken from inside a building (residence or business), or you have undisturbed evidence left behind by a suspect (such as fingerprints, pry marks, blood, tools, moved or disturbed property or other items, etc.) Please call (406)497-1120 and press option #1. Ask for an officer – 24 hours everyday. The officer will take your report in person. **DO NOT** touch or move anything until officers/detectives can view it and collect any evidence.

3. If the incident is a traffic accident/motor vehicle collisions of any kind, (all accidents with an injury – including minor pain – **ALL ACCIDENTS MUST be reported to an officer.**

4. If you are reporting stolen vehicles, including: Cars, Trucks, Motorcycles, Trailers, Boats and License plates.

5. If you are reporting a missing person-coming to, from or living in Butte-Silver Bow.

6. You know who the suspect is (Name, Address, Car Lic.#, or you can describe the suspect.)

To report any of the above incidents, please call (406)497-1120 press Option #1– 24 hours everyday